

# DEPARTMENT OF ENTERPRISE SERVICES

ENTERPRISE TECHNOLOGY SOLUTIONS

Budget Reporting System:  
*Version Reporting System (VRS) and Budget  
Development System (BDS)*

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## **VRS User Interface**

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## Lesson 1 - VRS User Interface

The Version Reporting System (VRS) is a reporting tool that allows agencies to generate comparisons of various budget versions under consideration during the legislative budget process. The data comes from versions from the OFM system called Winsum. Reporting is available for multiple biennia. Budget versions may include the omnibus and transportation components. A data export feature is also available so users will be able to build their own custom reports.

### VRS Reports

The screenshot shows the 'Budget Reporting System' interface. At the top right, there are links for 'Contact', 'Help', and 'Logout' (callout 1). Below this, the 'VRS Reports' and 'BDS Reports' tabs are visible (callout 2). The user's name 'Denise Tabler : 235 - Department of Labor and Industries' is displayed (callout 3). The main area has 'Reports' and 'Data Export' buttons (callout 4). A 'Generate Report' button is located above a dropdown menu for 'Biennium' set to '2015-17' (callout 5). Below this is a 'Select Report:' section with a table of reports (callout 6). The table has columns for 'Select', 'Report Name', and 'View Description'. The fourth row is highlighted (callout 7). To the right of the table is a 'Select Version(s):' section with another table (callout 9). This table has columns for 'Select', 'Available Versions', 'Date Released', and 'Version Content'. The second row is highlighted (callout 8). A 'Data Export' button is also present (callout 10). A 'Version Reports' link is at the top left (callout 11).

Select	Report Name	View Description
<input type="checkbox"/>	VRS001 RecSum Internal Review by Fiscal Year	✓
<input type="checkbox"/>	VRS002 RecSum Internal Review	✓
<input type="checkbox"/>	VRS003 2 Way Recsum Version Compare	✓
<input type="checkbox"/>	VRS004 3 Way Recsum Version Compare	✓
<input type="checkbox"/>	VRS005 Fund and FTE Detail by Fiscal Year	✓
<input type="checkbox"/>	VRS006 2 Way Fund & FTE Detail Version Comp FY	✓
<input type="checkbox"/>	VRS007 2 Way Fund & FTE Detail Version Comp BI	✓
<input type="checkbox"/>	VRS008 2 Way Version Compare by Agency - Functional Area	✓

Select	Available Versions	Date Released	Version Content
<input type="checkbox"/>	20 - Agency Request Budget	11/19/2014 4:51:27 PM	Both
<input type="checkbox"/>	30 - Gov's 2015-17 Current Law Budget	12/18/2014 12:18:19 PM	Both

- The user has 3 selections at the top left hand corner of the screen:
  - Contact** - Contact information for the System Help at DES Solutions Center and Business Help at OFM Budget Division
  - Help** - Budget Portfolio Systems Library
  - Logout** - Logs out of the application
- VRS Reports and BDS Reports tabs**
  - VRS Reports** - There are 8 reports that pull data from versions of the OFM system called Winsum. The reports display different formats of the selected version(s).
  - BDS Reports** - There are 5 reports that pull data from the BDS system. The reports display different formats of the selected version(s).

3. **Users Name and Agency Title**
4. **Reports** – Allows running of version reports – defaults to this tab upon entry of the system.
5. **Biennium** – Ability to select a biennium
6. **Select Box** – The user can click in the box to select or deselect
7. **Report Name** – There are 8 different report formats. When you click on the report link, the user can view a sample report.
8. **View Description** – By clicking on the check mark for the preferred report, a description of the selected report will open.
9. **Select Version(s)** – These are the available versions in WINSUM.
10. **Generate Report** – Once the report and the version(s) have been selected, click on the Generate Report tab and a dialog box will open. From the dialog box the user can further narrow down the report.
11. **Data Export** – Allows export of the data to a text file.

## Lesson 2 – VRS Generate Reports

The user has the ability to generate 8 different reports. Some of the reports are version compare reports, which allow agencies to generate comparisons of various budget versions under consideration during the legislative budget process.

- A. Click in the selection box of the report you want to run and click in the selection box of the version(s) you want to view.
- B. Select the Generate Report tab and a parameters dialog box will open.

Parameters for VRS002 Report

**Version Selection**

Biennium 2015-17

Version 42

**Parameter Selections**

Version 1 Option: ☒ Both ☐ Omnibus ☐ Transportation

**Agency**

235 Department of Labor and Industries

☐ Include Supporting Text

☐ Without Codes

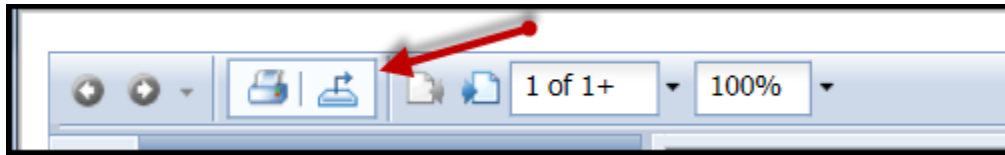
**Format Option**

☒ View as PDF ☐ View as HTML

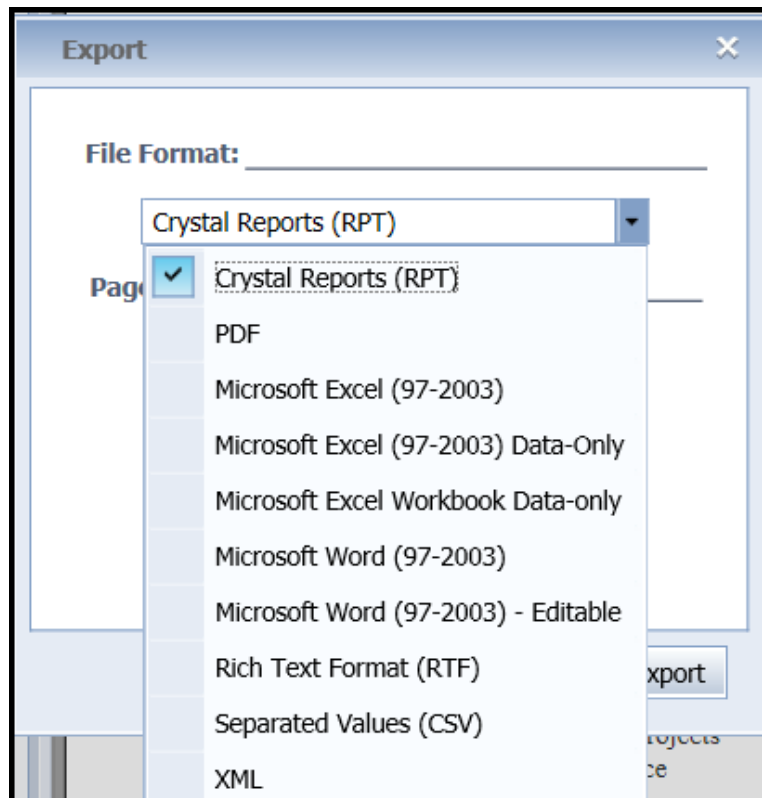
Run Cancel

1. **Version Selection** – This section identifies the biennium and version you selected on the VRS Reports screen. The user cannot change the biennium or version(s) from this dialog box; the user must go back to the VRS Reports screen to make these changes.
2. **Parameter Selection** – Ability to view both the omnibus and transportation or select one view of the data. (BOTH is the default)
3. **Agency** – Ability to select an agency, default is your own agency.
4. **Include Supporting Text and Without Codes** – By default these boxes are not selected.

5. **Format Options** – Ability to view the report as PDF (Default) or as a HTML document. Both PDF and HTML reports can be printed. The HTML view can be exported in several different formats by clicking on the icon with the arrow.



The Export window will open and when you click on the dropdown you will see several file formats that can be used. Crystal Reports (RPT) is the default.



6. **Run and Cancel** -
- **Run** – A report will be generated
  - **Cancel** – The dialog will close and the user will be taken back to the VRS Reports screen.



## Lesson 3 – VRS Data Export

The user has the ability to export version(s). The data will be exported to a text file, which can be opened using the Text Wizard. The report is then viewable in an Excel format. Users will be able to build their own custom reports.

### VRS Data Export

**Budget Reporting System**

Version Reports | VRS Reports | BDS Reports | Denise Tabler : 235 - Department of Labor and Industries

**1** **Data Export**

**2** **3**

Biennium: 2015-17

Agency: 235 Department of Labor and Industries

☐ Include Supporting Text **4**

Select Version(s):

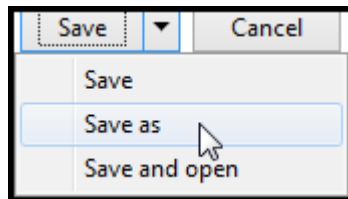
Select	Available Versions	Date Released	Version Content
<input type="checkbox"/>	20 - Agency Request Budget	11/19/2014 4:51:27 PM	Both
<input type="checkbox"/>	30 - Gov's 2015-17 Current Law Budget	12/18/2014 12:18:19 PM	Both
<input type="checkbox"/>	40 - Governor's 2015-17 Budget - New Law	12/18/2014 11:33:55 AM	Both
<input type="checkbox"/>	41 - 2015-17 Gov New Law Revenue Update	1/7/2015 6:54:10 PM	Both
<input checked="" type="checkbox"/>	42 - 2015-17 Gov New Law January Update <b>5</b>	1/30/2015 5:10:28 PM	Both
<input type="checkbox"/>	CF - 2015-17 Carry-Forward Level	10/20/2014 2:34:19 PM	Both

1. **Export Data and View Description Tabs**
  - **Export Data** – Ability to export version data into a text file
  - **View Description** – This gives the description of the report format. The report is in the Fund and FTE RecSum by Fiscal Year format
2. **Biennium** – Ability to select the biennium
3. **Agency** – Ability to select the agency, default is your own agency.
4. **Include Supporting Text** – Ability to include or exclude supporting text for the selected version. By default the checkbox is unchecked.
5. **Available Versions** – This is the list of versions for the selected biennium.

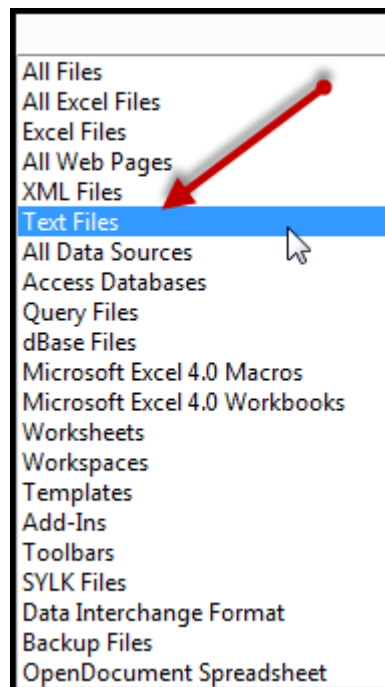
- A. Once all selections have been made (Biennium, Agency, Include or Exclude Supporting Text and version), select the **Export Data** tab. The following dialog box will open:



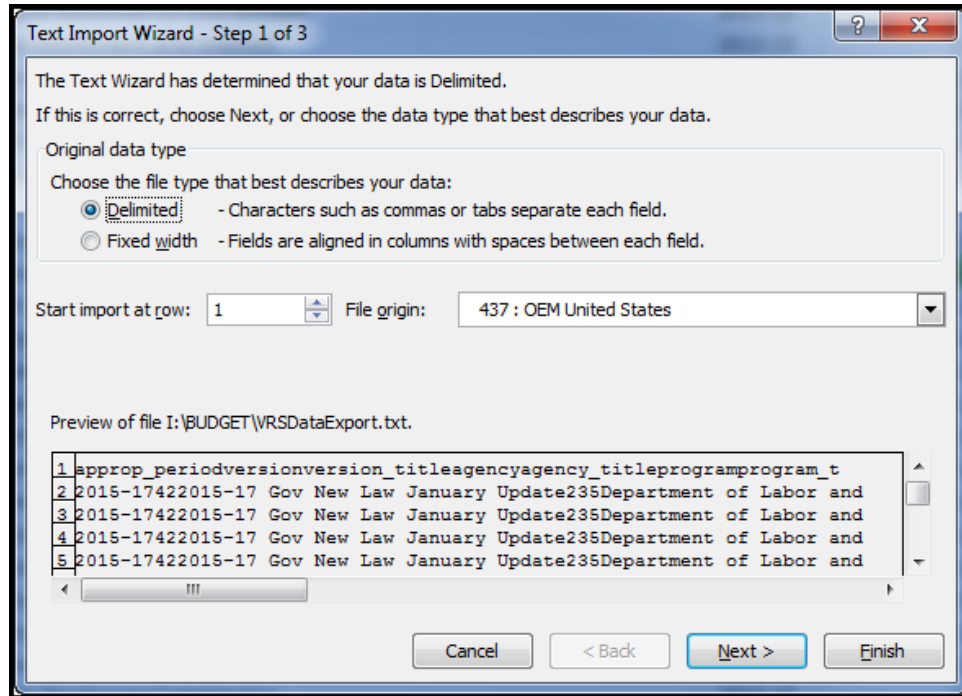
- B. **Select the Save dropdown button.** Select the “**Save As**” for the location that you want to save the text file to.



- C. A suggested way to open the text file is using the Text Wizard within EXCEL. The Text Wizard allows a user to open the text file in Excel format. First **open the Excel application.** **Select to open a document, change the File of Types to Text Files.**



**Browse till you come to the text file, double click the file and the following dialog box will open:**



**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

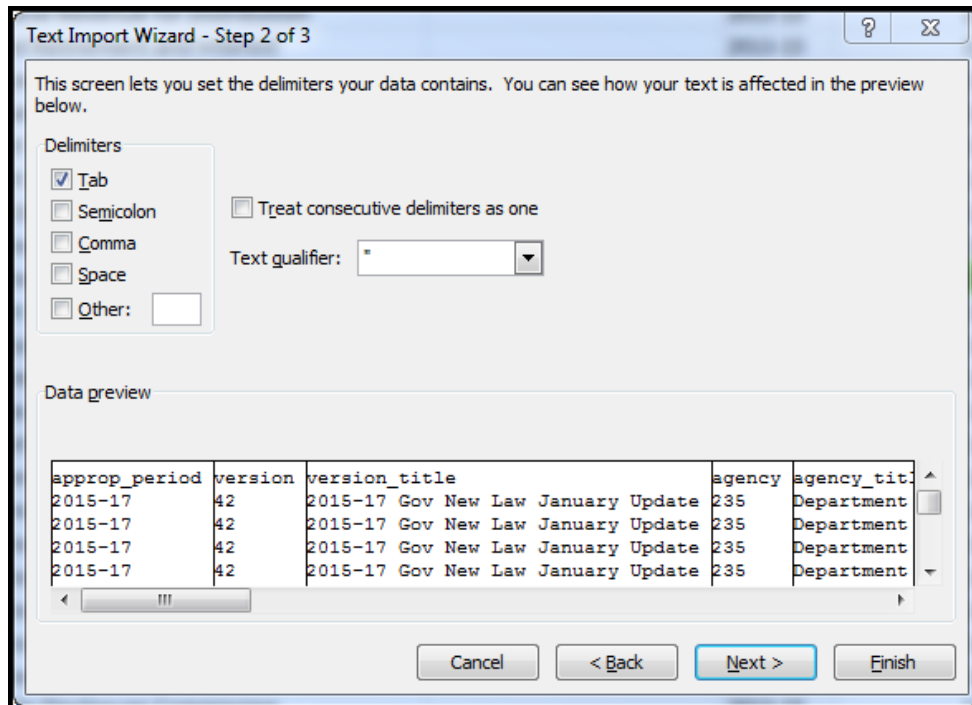
Start import at row: 1 File origin: 437 : OEM United States

Preview of file I:\BUDGET\VRSDatExport.txt.

	approp_period	version	version_title	agency	agency_title	program	program_title
1	2015-17	42	2015-17 Gov New Law January Update	235	Department of Labor and		
2	2015-17	42	2015-17 Gov New Law January Update	235	Department of Labor and		
3	2015-17	42	2015-17 Gov New Law January Update	235	Department of Labor and		
4	2015-17	42	2015-17 Gov New Law January Update	235	Department of Labor and		
5	2015-17	42	2015-17 Gov New Law January Update	235	Department of Labor and		

Buttons: Cancel, < Back, Next >, Finish

**D. Select the Next button.**



**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

approp_period	version	version_title	agency	agency_title
2015-17	42	2015-17 Gov New Law January Update	235	Department
2015-17	42	2015-17 Gov New Law January Update	235	Department
2015-17	42	2015-17 Gov New Law January Update	235	Department
2015-17	42	2015-17 Gov New Law January Update	235	Department

Buttons: Cancel, < Back, Next >, Finish

- E. **Select the Next button and highlight the columns that you want in text format.** Performing this step ensure codes with leading zeros, that the leading zero is not lost. **We recommend highlighting up to the Amount column and then select the Text radio button. Select the Finish button** and the report will open. This export is strictly a data export and is up to the user to customize the report how they want the report to look.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General

☒ Text

☐ Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

Text	Text	Text	Text	Text
approp_period	version	version_title	agency	agency_title
2015-17	42	2015-17 Gov New Law January Update	235	Department
2015-17	42	2015-17 Gov New Law January Update	235	Department
2015-17	42	2015-17 Gov New Law January Update	235	Department
2015-17	42	2015-17 Gov New Law January Update	235	Department

Cancel < Back Next > Finish

## **BDS Reports User Interface**

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## Lesson 4 – BDS Reports

The Budget Development reporting tool allows agencies to generate various BDS version reports. The data comes from versions in the BDS application. Reporting is available for multiple biennia. A data export feature is also available so users will be able to easily build their own custom reports.

### BDS Reports User Interface

The screenshot displays the 'Budget Reporting System' interface. At the top right, a user menu (1) includes 'Contact', 'Help', and 'Logout'. Below this, a breadcrumb trail shows 'VRS Reports' and 'BDS Reports' (2). The main header identifies the user as 'D'Enise Tabler : 235 - Department of Labor and Industries'. The interface is divided into 'Reports' and 'Data Export' tabs (3). The 'Reports' tab contains a 'Generate Report' button (10). Below this is a 'Biennium' dropdown menu set to '2015-17' (5). A 'Select Report:' section (6) lists five report options with checkboxes: 'BDS035 Object/Source of Funds Expenditure Incremental Summary', 'BDS036 Object/Source of Funds Expenditure Cumulative Summary', 'BDS037 Decision Package Detail by Budget Level' (7), 'BDS038 Recommendation Summary', and 'BDS039 Fund and FTE Detail by Fiscal Year'. Below the report selection is a 'Select Version(s):' section (8) with a table showing 'CB - 2015-17 Agency Budget Request'. At the bottom, a 'Selection Elements' section (9) includes a checked 'Agency Level' option and several unchecked filter options: 'Show Agency Activity Filter', 'Show Program Filters', 'Show Division Filters', 'Show Project Filters', and 'Show Budget Unit Filter'. Red arrows point from callouts 4, 11, 10, 6, 7, and 9 to their respective UI elements.

1. The user has 3 selections at the top left hand corner of the screen:
  - **Contact** - Contact information for the System Help at DES Solutions Center and Business Help at OFM Budget Division
  - **Help** - Budget Portfolio Systems Library
  - **Logout** – Logs out of the application

2. **VRS Reports and BDS Reports tabs**  
**VRS Reports** – There are 8 reports that pull data from versions of the OFM system called Winsum. The reports display different formats of the selected version(s).  
**BDS Reports** – There are 5 reports that pull data from the BDS system. The reports display different formats of the selected version(s).
3. Users **Name** and **Agency Title**
4. **Reports** – Selecting the Reports tab allows the user to run reports (default)
5. **Biennium** – Ability to select a biennium
6. **Select Box** – The user can click in the box to select or deselect
7. **Report Names** – There are 5 different report formats.
8. **Select Version(s)** – These are the available versions in BDS for the selected biennium.
9. **Selection Elements** – The user can create filters.
10. **Generate Report** – Once the report, version and Selection Elements have been selected, click on the Generate Report tab and a parameter box will open. The user can further refine the report criteria.
11. **Data Export** – Allows export of the data to a text file.

## Lesson 5 – BDS - Generate Reports

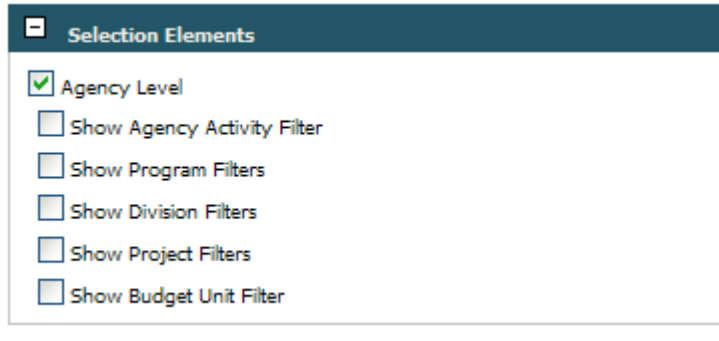
The user has the ability to generate 5 different reports.

*Note: By default Agency Level is selected for the Selection Elements. The Agency Level means that no filters are applied. The user can also customize the level of detail for the selected report, by creating filters. The user can filter by Activity, Program, Division, Project and Budget Unit.*

- A. Click in the selection box of the report you want to run, click in the selection box of the version(s) and then go to the **Selection Elements** and select elements. When the Agency Level is checked, no filter is applied. The user can also check the 5 filter options: Agency Activity, Program, Division, Project and Budget Unit (see section D for more information).

**B. Selection Elements – Agency Level**

- b.1.** By default the **Agency Level** checkbox is checked (no filter applied).



The screenshot shows a dialog box titled "Selection Elements". It contains a list of five items, each with a checkbox. The first item, "Agency Level", has a checked checkbox. The other four items, "Show Agency Activity Filter", "Show Program Filters", "Show Division Filters", and "Show Project Filters", have unchecked checkboxes. The fifth item, "Show Budget Unit Filter", is partially visible at the bottom of the list.

Selection Element	Checked
Agency Level	Yes
Show Agency Activity Filter	No
Show Program Filters	No
Show Division Filters	No
Show Project Filters	No
Show Budget Unit Filter	No





- C. **Select the Generate Report tab** and a parameters dialog box will open. *Note:* Depending on which report you run, the parameters dialog box will vary.


The image shows a dialog box titled "Parameters for BDS038 Report". It contains several sections with numbered callouts (1-8) indicating specific fields or options:

- 1** points to the "Biennium" field, which displays "2015-17".
- 2** points to the "Budget Level" dropdown menu, which is set to "All Levels".
- 3** points to the "Sort Within Budget Level" dropdown menu, which is set to "Agency Priority".
- 4** points to the "Agency Level" dropdown menu, which is set to "Yes".
- 5** points to the "Show Locked Only" checkbox, which is unchecked.
- 6** points to the "Filter Selections" section, which contains the "Agency Level" dropdown menu.
- 7** points to the "Format Option" section, which has two radio buttons: "View as PDF" (selected) and "View as HTML".
- 8** points to the "Run" button at the bottom right of the dialog box.

1. **Version Selection** – This section identifies the biennium and version you selected on the BDS Reports screen. The user cannot change the biennium or version(s) from this dialog box; the user must go back to the BDS Reports screen to make these changes.
2. **Parameter Selection – Budget Level** – (For BDS035 and BDS036 Reports) Ability to select the following options: Current Biennium Level, Carryforward Level, Maintenance Level and Policy Level. The “Current Biennium Level” is selected by default when the user opens the Parameter dialog box. (For BDS037-039 Reports) Ability to select the following options: All Levels, Current Biennium, through Carryforward, through Maintenance Level 1, through Maintenance Level and through Policy Level. The “All Levels” is selected by default when the user opens the Parameter dialog box.

3. **Parameter Selection – Sort Within Budget Level** – (Only available on BDS037-039 Reports) Ability to select the following levels: Agency Priority, Program Priority and Decision Package Code. Agency Priority is selected by default when the user opens the parameter dialog box.
4. **Agency Level** -  This was a new field added by Enterprise Reporting. The default is “Yes”. You are allowed to change to “No” but appear to not affect the reports.
5. **Show Locked Only and Include Recsum Text** – (Only available on BDS037-039 Reports) By default these boxes are not selected.
6. **Filter Selections** – This section identifies the filters you selected on the BDS Reports screen.
7. **Format Option** – Ability to view the report as PDF or as a HTML document. Both PDF and HTML reports can be printed. The HTML view can be exported in several different formats.
8. **Run and Cancel** -
  - **Run** – A report will be generated
  - **Cancel** – The dialog will close and the user will be taken back to the VRS Reports screen.

**D. Selection Elements – Activity Filters, Program Filters, Division Filters, Project Filters, and Budget Unit Filters.** These filters provide a means to view and select the agency’s organizational structure and to customize the level of detail.  *Note: Deselect the Agency Level checkbox.*

- d.1. Show Agency Activity Filter** – Check in the selection box for Show Agency Activity Filter. The user can select the “None” or “All Agency Activities” radio button or the user can also select one or multiple activities from the activity field. If you want more than one activity you will need to hold down the CTRL (control) key.  
 *Note: When multi-selecting, there are up to 5 selections per item allowed. The application will allow the user to select more than 5, however the report will only show the first five in the list.*

**Selection Elements**

☐ Agency Level

☒ Show Agency Activity Filter

Select the Agency Activities:

☐ None ☐ All Agency Activities

- A020 - Providing Agency Wide Administration and Information Services
- A021 - Providing Worker Compensation Benefits
- A022 - Protecting Worker Safety**
- A023 - Licensing and Regulation of Construction Professionals and Installations
- A024 - Enforcing Fair Labor Standards
- A025 - Preparing a Qualified Workforce with Apprenticeship Programs
- A026 - Providing Financial and Medical Assistance to Victims of Crime
- ZZZX - Other Statewide Adjustments

☐ Show Program Filters

☐ Show Division Filters

☐ Show Project Filters

☐ Show Budget Unit Filter

**d.2. Show Programs Filters** – Click in the selection box for Show Program Filters. The user can select the None or All Program radio button, or the user can also select one or multiple programs.

There are organizational levels that are hierarchal for programs, they are: Subprograms, Activities, Sub Activities, and Task. Not all agencies have all the organizational levels. *Note: When multi-selecting, there are up to 5 selections per item, allowed. The application will allow the user to select more than 5, however the report will only show the first five in the list.* *Note: When mutiple items are selected, the next level will have two options; and they are None or All.*

**Selection Elements**

☐ Agency Level

☐ Show Agency Activity Filter

☒ Show Program Filters

Select the Programs:

☐ None ☐ All Programs

- 010 - Administrative Services
- 020 - Insurance Services
- 030 - Information Services**
- 040 - Dosh Services
- 060 - Specialty Compliance Services
- 080 - Crime Victims
- 880 - Non-Budgeted
- 900 - Capital Programs

☐ Show Division Filters

☐ Show Project Filters

☐ Show Budget Unit Filter

**d.3. Show Division Filters** - Click in the selection box for Show Division Filters. The user can select the None or All Divisions radio button or the user can also select one or multiple divisions.

There are organizational levels that are hierarchal for division, they are: Branches, Sections, Units and Cost Centers. Not all agencies have all the organizational levels. *Note: When multi-selecting, there are up to 5 selections per item, allowed. The application will allow the user to select more than 5, however the report will only show the first five in the list.* *Note: When mutiple items are selected, the next level will have two options; and they are None or All.*

**Selection Elements**

☐ Agency Level  
☐ Show Agency Activity Filter  
☐ Show Program Filters  
☒ Show Division Filters

Select the Divisions:  
☐ None ☐ All Divisions

0A - Children's Administration  
 0B - Juvenile Rehabilitation  
 0C - Administration & Supp Svc  
 0D - Division of Dev DIS  
 0E - Long Term Care  
 0F - Economic Svcs Admin  
 0G - Div of Alch/Subst Abuse  
 0H - Division of Medical Asst

Select the Branches:  
☐ None ☐ All Branches

01 - ST Community Facilities  
 02 - Region Two  
 03 - Region Three  
 04 - Region Four  
 05 - Region Five  
 06 - Region Six  
 07 - Headquarters  
 09 - Approp Transfers

Select the Sections:  
☐ None ☐ All Sections

01 - Region One  
 02 - ST Community Facilities

Select the Units:  
☐ None ☐ All Units

01 - Region One  
 02 - Okanogan Outstation  
 03 - Chelan Outstation

Select the Cost Centers:  
☐ None ☐ All Cost Centers

**d.4. Show Project Filters** - Click in the selection box for Show Project Filters. The user can select the None or All Projects radio button or the user can also select one or multiple projects.

There are organizational levels that are hierarchal for project, they are: Subprojects and Phases. Not all agencies have all the organizational levels. *Note: When multi-selecting, there are up to 5 selections per item, allowed. The application will allow the user to select more than 5, however the report will only show the first five in the list.*

*Note: When mutiple items are selected, the next level will have two options; and they are None or All.*

**Selection Elements**

☐ Agency Level  
☐ Show Agency Activity Filter  
☐ Show Program Filters  
☐ Show Division Filters  
☒ Show Project Filters

Select the Projects:  
☐ None ☐ All Projects

0020 - JV Agreement  
 0025 - JV Agreement  
 0026 - JV Agreement  
 0027 - JV Agreement  
 0128 - JV Agreement  
 1KAC - PC - for Program 110  
 2008 - Special Project Misc.  
 2051 - Eagle Cottage

Select the Subprojects:  
☐ None ☐ All Subprojects

JV - JV Agreement

Select the Phases:  
☐ None ☐ All Phases

**d.5. Show Budget Unit Filter** - Click in the selection box for Show Budget Unit Filter.

The user can select the None or All Budget Units radio button or the user can also select one or multiple budget units. *Note: When multi-selecting, there are up to 5 selections per item, allowed. The application will allow the user to select more than 5, however the report will only show the first five in the list.*

**Selection Elements**

☒ Agency Level

☐ Show Agency Activity Filter

☐ Show Program Filters

☐ Show Division Filters

☐ Show Project Filters

☒ Show Budget Unit Filter

Select the Budget Units:

☐ None ☐ All Budget Units

A10 - Executive Management

A21 - Management Services Administration

A42 - Financial Servs Administration

A45 - ISSD


A70 - Children's Trust of WA

A80 - Special Projects

A93 - Suspense

B41 - Division of Child Support

- E. Once the Report, Version(s) and the filters have been selected the user can **select Generate Report** and the following dialog box will open:

 *Note: The filter selections section will vary depending on the filters selected.*

Parameters for BDS038 Report

Version Selection

Biennium

2015-17

1

Version

CB

Parameter Selections

Budget Level

All Levels

2

Sort Within Budget Level

Agency Priority

3

Agency Level

Yes

4

☐ Show Locked Only

5

☐ Include Recsum Text

Filter Selections

Program:

080

6

SubProgram:

3700

7

Division:

08

Selected Values (max 5 per item)

Grouping Level

None

None

None

Format Option

☒ View as PDF

☐ View as HTML


8

9

Run

Cancel

- Version Selection** – This section identifies the biennium and version you selected on the BDS Reports screen. The user cannot change the biennium or version(s) from this dialog box; the user must go back to the BDS Reports screen to make these changes.
- Parameter Selection – Budget Level** - (For BDS035 and BDS036 Reports) Ability to select the following options: Current Biennium Level, Carryforward Level, Maintenance Level and Policy Level. The “Current Biennium Level” is selected by default when the user opens the Parameter dialog box. (For BDS037-039 Reports) Ability to select the following options: All Levels, Current Biennium, through Carryforward, through Maintenance Level 1, through Maintenance Level and through Policy Level. The “All Levels” is selected by default when the user opens the Parameter dialog box.

3. **Parameter Selection – Sort Within Budget Level** – (Only available on BDS037-039 Reports) The user can select the following levels: Agency Priority, Program Priority and Decision Package Code. Agency Priority is selected by default when the user opens the parameter dialog box.
4. **Agency Level** -  This was a new field added by Enterprise Reporting. The default is “Yes”. You are allowed to change to “No” but appear to not affect the reports.
5. **Show Locked Only and Include Recsum Text** - (Only available on BDS037-039 Reports) By default these boxes are not selected.
6. **Filter Selections** – This section identifies the filters you selected on the BDS Reports screen.
7. **Filter Selections – Grouping Level** – Ability to group up to 7 different levels
8. **Format Options** – Ability to view the report as PDF or as a HTML document. Both PDF and HTML reports can be printed. The HTML view can be exported in several different formats.
9. **Run and Cancel** -
  - **Run** – A report will be generated
  - **Cancel** – The dialog will close and the user will be taken back to the BDS Reports screen.

## Lesson 6 – BDS Data Export

The user has the ability to export version(s). The data will be exported to a text file, which can be opened using the Text Wizard. The report is then viewable in an Excel format. Users will be able to build their own custom reports.

A. Click on the Data Export tab.

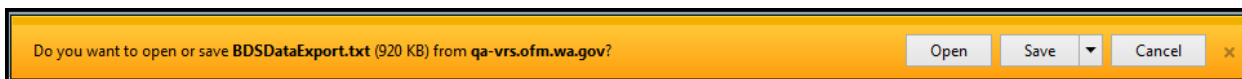
### BDS Data Export

The screenshot displays the 'Budget Reporting System' interface. At the top, there's a header with the system name and navigation links for 'VRS Reports' and 'BDS Reports'. The user is identified as 'Denise Tabler : 235 - Department of Labor and Industries'. The 'Data Export' tab is selected, showing a form with several options: 'Export Data' (1), 'Biennium' set to '2015-17' (2), 'Include Titles' (3), and 'Download Option' with radio buttons for 'FTE', 'Fund', 'Object', and 'Revenue' (4). Below these is a table titled 'Available Versions' (5) with one entry: 'CB - 2015-17 Agency Budget Request'.

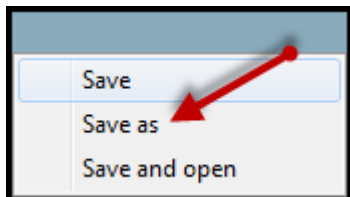
1. **Export Data** – Ability to export version data into a text file
2. **Biennium** – Ability to select the biennium
3. **Include Titles** – Includes decision package titles
4. **Download Option** – The user is required to select one of the four options; FTE, Fund, Object, Revenue.
5. **Versions** – This is the list of versions for the selected biennium.



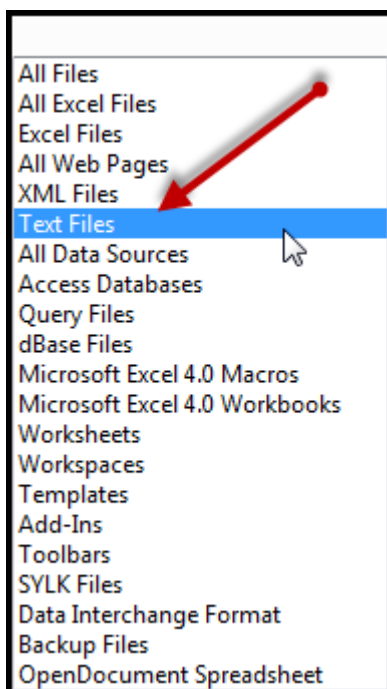
- F. Once all selections have been made (Biennium, Include Titles, Download Option and Version), select the **Export Data** tab. The following dialog box will open:



- G. Select the **Save Dropdown** button.



- H. **Save as a text file** to the location of your choice.



- I. You will receive a “completed download message that will allow you to Open, Open Folder or View Downloads. It is recommended that you simply close by using the “x” and then use the process in the next step.



- J. A suggested way to open the text file is using the Text Wizard. The Text Wizard allows a user to open the text file in Excel format. First **open the Excel application**. **Select to open a document, change the File of Types to Text Files**. Browse till you come to the text file you saved, double click the file and the following dialog box will open:

**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row:  File origin:

Preview of file \\HomeDir.edient.wa.id\DESHome\$\deniset\BUDGET\BDSDataExport.txt.

1	Version	Version Title	Budget Period	Agency	Package	Program	Budget	Level	ID
2	CB	2015-17 Agency Budget Request	2015-17	235	CB01	Region 1	CB	Load	
3	CB	2015-17 Agency Budget Request	2015-17	235	CB01	Region 1	CB	Load	
4	CB	2015-17 Agency Budget Request	2015-17	235	CB01	Region 1	CB	Load	
5	CB	2015-17 Agency Budget Request	2015-17	235	CB01	Region 1	CB	Load	

Buttons: Cancel, < Back, **Next >**, Finish

**K. Select the Next button.**

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ **Tab**

☐ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

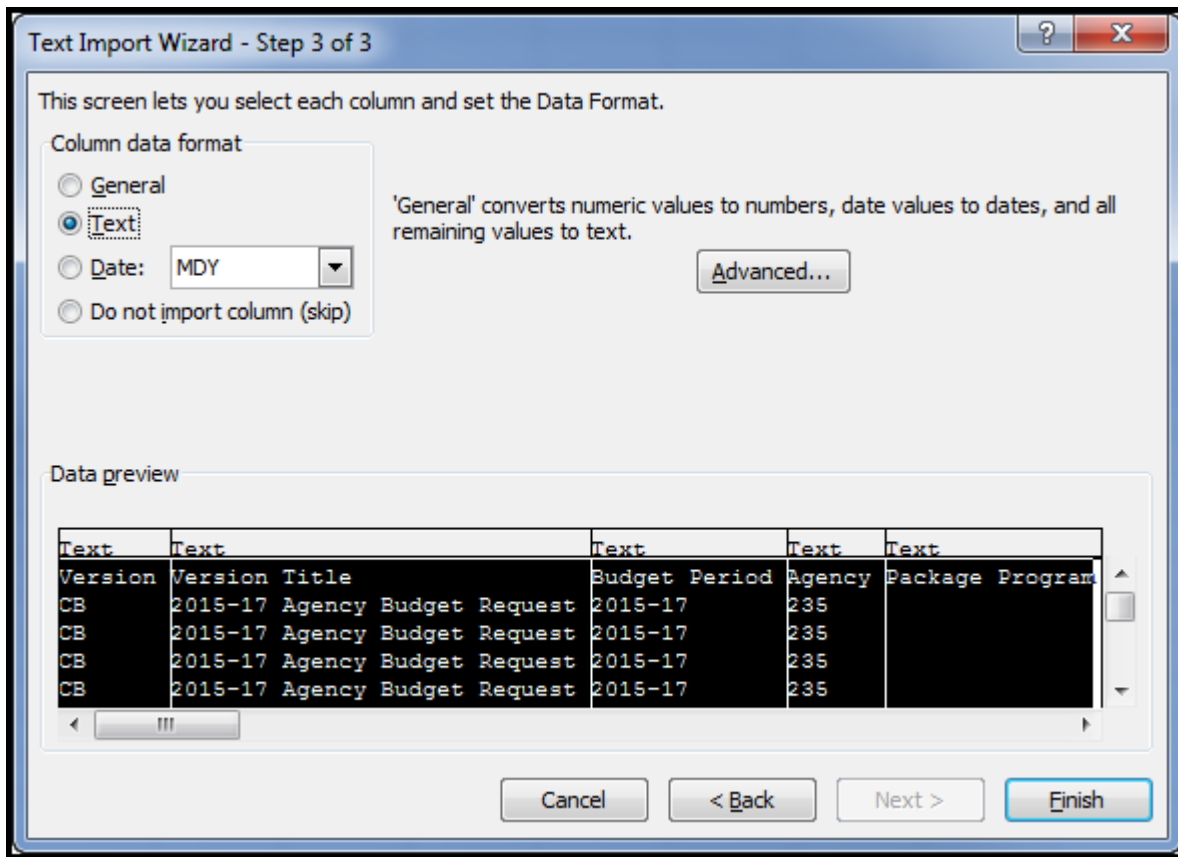
Text qualifier:

Data preview

Version	Version Title	Budget Period	Agency	Package	Program
CB	2015-17 Agency Budget Request	2015-17	235		
CB	2015-17 Agency Budget Request	2015-17	235		
CB	2015-17 Agency Budget Request	2015-17	235		
CB	2015-17 Agency Budget Request	2015-17	235		

Buttons: Cancel, < Back, **Next >**, Finish

- L. Select the **Next** button and then **highlight the columns you want to be in text format**. Performing this step ensure codes with leading zeros, that the leading zero is not lost. We recommend **highlighting up to the Amount column and then select the Text radio button**. Select the **Finish** button and the report will open. This export is strictly a data export and is up to the user to customize the report how they want the report to look.



The image shows a Windows-style dialog box titled "Text Import Wizard - Step 3 of 3". It contains instructions and options for setting column data formats. The "Text" radio button is selected under "Column data format". A "Data preview" section shows a table with columns: Version, Title, Budget Period, Agency, Package, and Program. The data rows show "2015-17 Agency Budget Request" for the first three columns and "235" for the last two. Navigation buttons at the bottom include "Cancel", "< Back", "Next >", and "Finish".

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General

☒ Text

☐ Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

Text	Text	Text	Text	Text
Version	Version Title	Budget Period	Agency	Package Program
CB	2015-17 Agency Budget Request	2015-17	235	
CB	2015-17 Agency Budget Request	2015-17	235	
CB	2015-17 Agency Budget Request	2015-17	235	
CB	2015-17 Agency Budget Request	2015-17	235	

Cancel < Back Next > Finish

# ADDENDA – REPORT VIEWS

## BDS035 – Object/Source of Funds Expenditure Incremental Summary

BRS/BDS035

State of Washington

March 13, 2015  
1:42:02PM  
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### Object/Source of Funds Expenditure Incremental Summary

Budget Period: 2015-17		Element	Selection	Grp	Element	Selection	Grp	Element	Selection	Grp
Agency: Department of Labor and Industries		Agy-Activity:	(None)		Division:	(None)		Project:	(None)	
Col 1 Version: CB	Col 1 Bud Lvl: CB	Program:	(None)		Branch:	(None)		Sub-Project:	(None)	
Col 2 Version: CB	Col 2 Bud Lvl: CB	Sub-Program:	(None)		Section:	(None)		Phase:	(None)	
Col 3 Version: CB	Col 3 Bud Lvl: CB	Activity:	(None)		Unit:	(None)				
DataType: (All)		Sub-Activity:	(None)		Cost Center:	(None)		Budget Unit:	(None)	
		Task:	(None)							

CB-2015-17 Agency Budget Request				CB-2015-17 Agency Budget Request				CB-2015-17 Agency Budget Request			
Budget Level - CB				Budget Level - CB				Budget Level - CB			
		Fiscal Year 1	Fiscal Year 2			Fiscal Year 1	Fiscal Year 2			Fiscal Year 1	Fiscal Year 2

FTEs											
001-1	General Fund-State	115.7	115.5	115.7	115.5	115.7	115.5				
03B-1	Asbestos Account-State	2.0	2.0	2.0	2.0	2.0	2.0				
163-1	Worker & Comm Right-State	4.0	4.0	4.0	4.0	4.0	4.0				
234-1	Public Works Admin-State		2.0		2.0		2.0				
996-1	Estimated All Other-State	2,686.7	2,704.0	2,686.7	2,704.0	2,686.7	2,704.0				
Total FTEs		2,808.4	2,827.5	2,808.4	2,827.5	2,808.4	2,827.5				
Annual Average FTEs			2,818.0		2,818.0		2,818.0				

Source of Funds							
001-1	General Fund-State	17,216,000	17,663,000	17,216,000	17,663,000	17,216,000	17,663,000
001-2	General Fund-Federal	5,938,000	5,938,000	5,938,000	5,938,000	5,938,000	5,938,000
01F-6	Crime Victims Compen-Non-Ap	2,668,000	2,668,000	2,668,000	2,668,000	2,668,000	2,668,000
03B-1	Asbestos Account-State	183,000	180,000	183,000	180,000	183,000	180,000
095-1	Electrical License-State	19,431,000	20,641,000	19,431,000	20,641,000	19,431,000	20,641,000
162-1	Farm Lbr Contractor-State	14,000	14,000	14,000	14,000	14,000	14,000
163-1	Worker & Comm Right-State	453,000	444,000	453,000	444,000	453,000	444,000
997-1	Estimated All Other-State	29,000	33,000	29,000	33,000	29,000	33,000

# BDS036 0 Object/Source of Funds Expenditure Cumulative Summary

BRS/BDS036

State of Washington

March 13, 2015  
1:47:25PM  
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## Object/Source of Funds Expenditure Cumulative Summary

Budget Period: 2015-17			Element	Selection	Grp	Element	Selection	Grp	Element	Selection	Grp
Agency: Department of Labor and Industries			Agy-Activity:	(None)		Division:	(None)		Project:	(None)	
Col 1 Version: CB Col 1 Bud Lvl: CB			Program:	(None)		Branch:	(None)		Sub-Project:	(None)	
Col 2 Version: CB Col 2 Bud Lvl: CB			Sub-Program:	(None)		Section:	(None)		Phase:	(None)	
Col 3 Version: CB Col 3 Bud Lvl: CB			Activity:	(None)		Unit:	(None)		Budget Unit:	(None)	
DataType: (All)			Sub-Activity:	(None)		Cost Center:	(None)				
			Task:	(None)							

CB-2015-17 Agency Budget Request			CB-2015-17 Agency Budget Request			CB-2015-17 Agency Budget Request		
Budget Level - CB			Budget Level - CB			Budget Level - CB		
	Fiscal Year 1	Fiscal Year 2		Fiscal Year 1	Fiscal Year 2		Fiscal Year 1	Fiscal Year 2
<b>FTEs</b>								
001-1 General Fund-State	115.7	115.5		115.7	115.5		115.7	115.5
03B-1 Asbestos Account-State	2.0	2.0		2.0	2.0		2.0	2.0
163-1 Worker & Comm Right-State	4.0	4.0		4.0	4.0		4.0	4.0
234-1 Public Works Admin-State		2.0			2.0			2.0
996-1 Estimated All Other-State	2,686.7	2,704.0		2,686.7	2,704.0		2,686.7	2,704.0
<b>Total FTEs</b>	<b>2,808.4</b>	<b>2,827.5</b>		<b>2,808.4</b>	<b>2,827.5</b>		<b>2,808.4</b>	<b>2,827.5</b>
<b>Annual Average FTEs</b>		<b>2,818.0</b>			<b>2,818.0</b>			<b>2,818.0</b>
<b>Change From Previous Budget Level</b>								

Source of Funds			Source of Funds			Source of Funds		
001-1 General Fund-State	17,216,000	17,663,000	001-1 General Fund-State	17,216,000	17,663,000	001-1 General Fund-State	17,216,000	17,663,000
001-2 General Fund-Federal	5,938,000	5,938,000	001-2 General Fund-Federal	5,938,000	5,938,000	001-2 General Fund-Federal	5,938,000	5,938,000
01F-6 Crime Victims Compen-Non-Appr	2,668,000	2,668,000	01F-6 Crime Victims Compen-Non-Appr	2,668,000	2,668,000	01F-6 Crime Victims Compen-Non-Appr	2,668,000	2,668,000
03B-1 Asbestos Account-State	183,000	180,000	03B-1 Asbestos Account-State	183,000	180,000	03B-1 Asbestos Account-State	183,000	180,000
095-1 Electrical License-State	19,431,000	20,641,000	095-1 Electrical License-State	19,431,000	20,641,000	095-1 Electrical License-State	19,431,000	20,641,000
162-1 Farm Lbr Contractor-State	14,000	14,000	162-1 Farm Lbr Contractor-State	14,000	14,000	162-1 Farm Lbr Contractor-State	14,000	14,000
163-1 Worker & Comm Right-State	453,000	444,000	163-1 Worker & Comm Right-State	453,000	444,000	163-1 Worker & Comm Right-State	453,000	444,000
234-1 Public Works Admin-State	3,129,000	4,073,000	234-1 Public Works Admin-State	3,129,000	4,073,000	234-1 Public Works Admin-State	3,129,000	4,073,000

# BDS037 – Decision Package Detail by Budget Level

Bass BRS/BDS037

State of Washington

March 13, 2015

1:48:54PM

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## Decision Package Detail by Budget Level

Budget Period: 2015-17	<u>Element</u>	<u>Selection</u>	<u>Grp</u>	<u>Element</u>	<u>Selection</u>	<u>Grp</u>	<u>Element</u>	<u>Selection</u>	<u>Grp</u>
Agency: Department of Labor and Industries	Agy-Activity:	(None)		Division:	(None)		Project:	(None)	
Version: CB	Program:	(None)		Branch:	(None)		Sub-Project:	(None)	
Budget Level: (All)	Sub-Program:	(None)		Section:	(None)		Phase:	(None)	
Sorted by: Agency Priority	Activity:	(None)		Unit:	(None)				
Show Locked Only: No	Sub-Activity:	(None)		Cost Center:	(None)		Budget Unit:	(None)	
Include RecSum Text: No	Task:	(None)							
Data Type: All									

Dec	Pkg	Decision Package Title	Agy	Pgm	FTEs					
			Prty	Prty	Fund AT	Fund AT Title	Fiscal Year 1	Fiscal Year 2	Annual Avg	
CB-01		Region 1 CB Load 15-17	0	0						
					001-1	General Fund-State	5.3	5.3	5.3	
					996-1	Estimated All Other-State	88.0	89.5	88.8	
					<b>Total FTEs</b>		<b>93.3</b>	<b>94.8</b>	<b>94.1</b>	

### Source of Funds

Fund AT	Fund AT Title	Fiscal Year 1	Fiscal Year 2	Biennial Total
001-1	General Fund-State	546,630	546,153	1,092,783
095-1	Electrical License-State	2,482,920	2,700,937	5,183,857
234-1	Public Works Admin-State	80	2,468	2,548
608-1	Accident-State	2,718,781	2,688,546	5,407,327
609-1	Medical Aid-State	3,229,127	3,191,867	6,420,994
885-1	Plumbing Certificate-State	165,037	163,413	328,450
892-1	Pressure Systems Sft-State	267	344	611
<b>Total</b>	<b>Source of Funds</b>	<b>9,142,842</b>	<b>9,293,728</b>	<b>18,436,570</b>

### Objects of Expenditure

Object	Object Title	Fiscal Year 1	Fiscal Year 2	Biennial Total
AA	State Classified	5,069,566	5,182,215	10,251,781
AC	State Exempt	95,576	95,576	191,152
<b>Total Object A</b>		<b>5,165,142</b>	<b>5,277,791</b>	<b>10,442,933</b>
BA	Old Age & Survivors	1,837,500	1,744,896	3,582,396
EA	Supplies & Materials	221,748	318,016	539,764
EB	Communications	175,011	178,601	353,612
EC	Utilities	60,202	60,808	121,010
ED	Food & Beverage	1,000,000	1,000,000	2,000,000

# BDS038 – Recommendation Summary

Bass BRS/BDS038

State of Washington

1:50:43PM

3/13/2015

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## Recommendation Summary

<b>Budget Period:</b> 2015-17	<b>Element</b>	<b>Selection</b>	<b>Grp</b>	<b>Element</b>	<b>Selection</b>	<b>Grp</b>
<b>Agency:</b> Department of Labor and Industries	Agy-Activity:	(None)		Division:	(None)	
<b>Version:</b> CB	Program:	(None)		Branch:	(None)	
<b>Budget Level:</b> (ALL)	Sub-Program:	(None)		Section:	(None)	
<b>Sorted by:</b> Agency Priority	Activity:	(None)		Unit:	(None)	
<b>Show Locked Only:</b> No	Sub-Activity:	(None)		Cost Center:	(None)	
<b>Include RecSum Text:</b> No	Task:	(None)		Project:	(None)	
				Sub-Project:	(None)	
				Phase:	(None)	
				Budget Unit:	(None)	

Dollars in Thousands

	<b>Annual Average FTEs</b>	<b>General Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>
<b>2013-15 Current Biennium</b>	<b>2,818.0</b>	<b>34,879</b>	<b>625,394</b>	<b>660,273</b>
CL 22 OA 5801 MPN/COHE Reduction	(1.2)		(9,832)	(9,832)
CL 23 OB 2123 WC Reform Reduction	(5.5)		(3,096)	(3,096)
CL 24 OC Nonappropriated Fund Adjustment			(1)	(1)
CL 25 OD Electrical Inspection Workload			1,821	1,821
CL 26 OE Vocational Rehabilitation Pilot	(3.8)		(668)	(668)
CL 27 OF Electronic Benefit Payments #	(0.5)		(2,169)	(2,169)
CL 28 OG Knowledge Management			(1,635)	(1,635)
CL 29 OH Medical Management Best Practices			(168)	(168)
CL 30 OI Federal Medicaid Expansion		(346)		(346)
CL 31 OJ Transportation Improvement Project			(1)	(1)
CL 32 OK Relocation of Bremerton Office			(332)	(332)
CL 33 OL Unpaid Wage Collections	(0.1)		(46)	(46)

# BDS039 – Fund and FTE Detail by Fiscal Year

Bass BRS/BDS039

State of Washington

1:54:24PM

3/13/2015

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## Fund and FTE Detail by Fiscal Year

Budget Period: 2015-17			Element	Selection	Grp	Element	Selection	Grp	Element	Selection	Grp
Agency: Department of Labor and Industries			Agy-Activity:	(None)		Division:	(None)		Project:	(None)	
Version: CB			Program:	(None)		Branch:	(None)		Sub-Project:	(None)	
Budget Level: (ALL)			Sub-Program:	(None)		Section:	(None)		Phase:	(None)	
Sorted by: Agency Priority			Activity:	(None)		Unit:	(None)		Budget Unit:	(None)	
Show Locked Only: No			Sub-Activity:	(None)		Cost Center:	(None)				
Include RecSum Text: No			Task:	(None)							
		Fiscal	Fiscal	Annual	Fiscal	Fiscal	Total Funds	Percent			
		Year 1	Year 2	Average	Year 1	Year 2		Share of			
		FTEs	FTEs	FTEs	Funds	Funds		Recsum			
<b>Total Current Biennium</b>		<b>2,808.4</b>	<b>2,827.5</b>	<b>2,818.0</b>	<b>327,541,000</b>	<b>332,732,000</b>	<b>660,273,000</b>				
<b>Current Biennium Fund Totals</b>											
001-1	General Fund-State	115.7	115.5	115.6	17,216,000	17,663,000	34,879,000	5.28%			
001-2	General Fund-Federal				5,938,000	5,938,000	11,876,000	1.80%			
01F-6	Crime Victims Compen-Non-Appropriate				2,668,000	2,668,000	5,336,000	0.81%			
03B-1	Asbestos Account-State	2.0	2.0	2.0	183,000	180,000	363,000	0.05%			
095-1	Electrical License-State				19,431,000	20,641,000	40,072,000	6.07%			
162-1	Farm Lbr Contractor-State				14,000	14,000	28,000	0.00%			
163-1	Worker & Comm Right-State	4.0	4.0	4.0	453,000	444,000	897,000	0.14%			
234-1	Public Works Admin-State		2.0	1.0	3,129,000	4,073,000	7,202,000	1.09%			
262-1	Mfg Home Installatio-State				169,000	181,000	350,000	0.05%			
445-6	SI Emp ORA-Non-Appropriated				500,000	500,000	1,000,000	0.15%			
608-1	Accident-State				128,581,000	129,128,000	257,709,000	39.03%			
608-2	Accident-Federal				6,834,000	6,792,000	13,626,000	2.06%			
609-1	Medical Aid-State				137,854,000	139,991,000	277,845,000	42.08%			
609-2	Medical Aid-Federal				1,593,000	1,593,000	3,186,000	0.48%			
885-1	Plumbing Certificate-State				875,000	859,000	1,734,000	0.26%			
892-1	Pressure Systems SR-State				2,103,000	2,067,000	4,170,000	0.63%			
996-1	Estimated All Other-State	2,686.7	2,704.0	2,695.4							
22	<b>OA 5801 MPN/COHE Reduction</b>	<b>(1.2)</b>	<b>(1.2)</b>	<b>(1.2)</b>	<b>(4,916,000)</b>	<b>(4,916,000)</b>	<b>(9,832,000)</b>				
609-1	Medical Aid-State				(4,916,000)	(4,916,000)	(9,832,000)	211.62%			
996-1	Estimated All Other-State	(1.2)	(1.2)	(1.2)							
23	<b>OB 2123 WC Reform Reduction</b>	<b>(5.0)</b>	<b>(6.0)</b>	<b>(5.5)</b>	<b>(1,445,000)</b>	<b>(1,651,000)</b>	<b>(3,096,000)</b>				
608-1	Accident-State				(687,000)	(757,000)	(1,444,000)	31.08%			
609-1	Medical Aid-State				(758,000)	(894,000)	(1,652,000)	35.56%			



